



TUITION CONTRACT (Pre-School)

Pre-K 3 Pre-K 4

Morning (8AM – 11:30AM)

Full School Day (8AM – 2:30 PM)

Extended Day (8 AM – 6 PM)

Our **Tuition** for the **2017-2018** School Year will be \$_____ and will be paid in accordance with the Financial Policies listed below:

Select the option that applies

Payment Option	Due Date	Discount
<input type="checkbox"/> 1 payment	Aug 1 st	3%
<input type="checkbox"/> 2 payments	Aug. 1 st and Jan. 1 st	1 ½ %
<input type="checkbox"/> 10 payments	Monthly July 1 st – Apr. 1 st	N/A

I understand the following **Financial Policies**:

- The following is needed to complete the registration process: \$300.00 non-refundable registration fee and \$100.00 HSA fee 100% refundable when your tuition is paid in full and you have completed your 7 volunteer hours. Refund will be issued in May. Payments should be made out to Our Lady of Sorrows School. (Please submit two separate checks labeled accordingly)
- Tuition **MUST** be paid by the 1st of each month. Payments received after the grace period of the 5th of any month are considered past due and a late fee of \$20.00 will be added to the original tuition payment. Any family that falls behind in payments by 1 month will result in the suspension of their child/ren until the account is brought current.
- If there are excessive **SUSPENSIONS** due to delinquent payments, or there is a balance, the Principal has the right **not** to renew your contract for the next school year.
- If you are on a one or two payment option, any discounts will be lost if not paid by the due date. All service fees will apply and payments will revert to the ten month payment plan.
- In the case of a withdrawal, tuition payments are non-refundable.
- After two (2) returned checks are received, checks will no longer be accepted. Cash or money order **ONLY** will be required for any payments regarding the school (tuition, aftercare, lunch, fundraising, etc.). A service charge of **\$30.00** will be added to the amount of the returned check.
- Effective 2017-2018, tuition will be collected through FACTS Tuition Management System. (More information to follow)**
- Questions concerning payment of tuition should be directed to the Bursar or Principal.

If other children in K-8th please check Y__ N__

First Name _____ Last Name _____ Session _____

Parent's Signature _____

First Name _____ Last Name _____ Session _____

Pastor's Signature _____

Date _____

Principal's Signature _____